

STATE OF MICHIGAN



## District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.  
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE  
HONORABLE DENNIS N. POWERS  
HONORABLE ROBERT BONDY  
DISTRICT JUDGES

(248)305-6460 Criminal  
(248)305-6511 Traffic  
(248)305-6080 Civil  
(248)305-6144 Probation

Joyce A. Renfrow  
COURT ADMINISTRATOR

# **JOB ANNOUNCEMENT PART TIME/NO BENEFITS**

## **COMMUNITY SERVICE OFFICER**

20 hours per week  
\$18.24/HOUR

**Reports to:** Probation Director, 52-1 District Court, Novi

### **GENERAL SUMMARY:**

Under limited supervision, oversees the Community Service Garden as well as various sites and maintains continuity of these projects. Investigates, documents, and writes reports in regard to offender performance or lack of performance while at the community service sites. Reports community service violations and testifies as to violations in court, if necessary. Acts as a liaison between the Community Service Division at the Court and the Probation Division.

Inventories and stores equipment used at the garden. Schedules offender work crews and utilizes current county-wide and/or department specific software to complete assignments.

### **QUALIFICATIONS:**

Knowledge of investigating and interviewing practices, procedures and techniques;  
Reasonable ability to prepare and present technical written and oral reports;  
Reasonable ability to develop and maintain effective relationships with people;  
Reasonable ability to cope with difficult situations requiring immediate decisions in accordance with departmental policies and objectives;  
Reasonable ability to obtain cooperation of a variety of individuals;  
Reasonable knowledge of the principles, practices and techniques of corrections;  
Some knowledge of the laws and legal practices applicable to corrections; and  
Familiar with current word processing, spreadsheet, database, e-mail and internet software

Please email resume to:

Suzanne Garrett ([garretts@oakgov.com](mailto:garretts@oakgov.com))

**Closing:**

Wednesday, June 11, 2014 by 4:00 p.m.

---